

**DEBTS (use a separate form for each debt):**

Name \_\_\_\_\_  
First Middle Last Social Security Number

**Type of Debt:** ☐ Credit Card ☐ Charge Account ☐ Student Loan ☐ Other \_\_\_\_\_

**Account number:** \_\_\_\_\_ **Date debt originated (Mo/Yr):** \_\_\_\_\_

**Original amount of debt: \$** \_\_\_\_\_ **Date of last payment (Mo/Yr):** \_\_\_\_\_

**Current balance: \$** \_\_\_\_\_

**Name of creditor:** \_\_\_\_\_

Address \_\_\_\_\_ Suite \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**If different from above, current creditor:** \_\_\_\_\_

Address \_\_\_\_\_ Suite \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**Detailed description of the circumstances surrounding this debt and the reason(s) for delinquency:**

\_\_\_\_\_

**Present status of this debt:** \_\_\_\_\_

**If a balance remains, indicate whether you have:**

\_\_\_\_\_ **Established a payment plan:**

Initials

- 1) Date (month/year) of inception of payment plan
- 2) Date (month/year) of first payment
- 3) Amount to be paid each month
- 4) Date (month/year) of anticipated payoff
- 5) Provide a copy of the written agreement and details of the plan
- 6) Provide the following documentation:
  - Proof of the first **two** (2) payments made if plan was established within the last 60 days **OR**
  - Proof of the **two** (2) most recent payments made if plan was established more than 60 days ago

\_\_\_\_\_ **Placed the account in forbearance:** Provide *official documentation* that the account has been placed in forbearance

initials

\_\_\_\_\_ **Successfully disputed the debt:** Provide *official documentation* from the creditor or one of the major credit reporting agencies of the successful dispute.

initials

\_\_\_\_\_ **Paid the account in full** (including settling for a lesser amount. Provide *official documentation* of a zero (0) balance

initials

\_\_\_\_\_ **Refuse to pursue any of the above-listed options**

initials